

The Jasper County Superior Court, the Honorable James R. Ahler, Judge, is now accepting applications for the position of Official Court Reporter. The position is a full-time position working from 8:00 A.M. to 4:00 P.M., Monday through Friday, and offers benefits as well as a competitive salary. The ideal candidate should have proficiency in Microsoft computer applications, especially Word, and have some experience and comfort with computers and modern web-based software applications. Legal experience is preferred but not required. Court reporter, transcription and/or shorthand certifications are preferred but not required. Excellent communication skills and character are required, as this position involves significant contact with litigants, lawyers, government personnel, and the general public. Responsibilities include recording, organizing, and preserving all courtroom proceedings and evidence; managing the court calendar; processing court filings, orders and mail; preparing court correspondence, as well as completing various state and local reports. Prior to July 27, 2016, interested persons should send a resume, cover letter, and a completed Jasper County Employment application to the Honorable James R. Ahler, Judge, Jasper Superior Court, 115 W. Washington Street, Ste. 300, Rensselaer, Indiana, 47978. The application is available in the Auditor's Office at the Jasper County Courthouse, or online at <http://www.jaspercountyin.gov/departments/?structureid=26>, the Jasper County Superior Court web page. The Jasper County Superior Court is an Equal Employment Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.